

**City of Rochester Electrical Examining Board  
Room 121-B, City Hall  
30 Church Street  
Rochester, New York 14614**

**ELECTRICIAN LICENSE APPLICATION**

**Summary of Instructions**

To obtain an Electrician's License you must:

1. Complete and return the following to the City of Rochester Building Permit Office, RM 121B City Hall, 30 Church Street, Rochester, New York 14614:
  - A) City of Rochester exam application form attached and **submit it with a \$60.00 fee made payable to City of Rochester, Treasurer**, to the Building Permit Office, Room 121-B City Hall, 30 Church Street, Rochester, New York 14614.
  - B) Thomson Prometric, Inc, (City of Rochester approved exam agency) exam application form and **payment of \$70.00** per their instructions: ***no personal checks accepted***. If your application for approval to take the exam is not approved by the Electrical Examination Board, your payment to Thomson Prometric will be returned to you.
3. Submit proof that you meet the minimum experience requirements established for licensing. (See attached matrix of requirements). These requirements are also described below. Read carefully the instructions for references and documentation in this packet.
4. Pass a written examination administered by Thomson Prometric, Inc. The Master Electrical Exam will be based on the National Electrical Code 2005. The Single Phase Exam will be based on the National Electrical Code 2002.
5. Pay the appropriate license fee.

Questions about types of licenses, when a license is required, qualifications for licensing, examinations, fees, penalties, etc. can be answered by contacting the Building Permit Office located at Room 121-B, City Hall, Phone: 428-6526, or by purchasing the Electrical Licensing Ordinance Chapter 49.

## **Minimum Experience Requirements**

The Electrical Licensing Ordinance, Chapter 49, from the Code of the City of Rochester as amended April 14, 1992, requires that each applicant for a Single Phase License must have a minimum of 2 years (3,000 hours) of applicable experience and for the Master License 4 years (6,000 hours) of applicable experience. The Electrical Examining Board has interpreted these minimum applicable experience requirements for licensing:

### **For a Single Phase License**

1. The two years of applicable experience required shall consist of at least 3,000 hours of such experience within the past five years.
2. At least 50% or 1,500 hours out of the total requirement of 3,000 hours of applicable experience must consist of work in the field as an apprentice/ electrician/electrical contractor installing and/or repairing electrical wiring, equipment, etc. covered by the National Electrical Code. Applicants, employed by someone other than a contractor in the business of installing and repairing electrical systems, must provide a written detailed explanation of their duties. This must include a minimum of five specific projects that were approved and inspected by a recognized inspection agency. Details of the applicant's duties on these projects are also required.
3. The balance of not more than 1,500 out of the total of 3,000 hours may, at the Board's discretion, consist of either of the following types of experience or some combination of the two:
  - a. Successfully completed electrical course work in an accredited school, two-year or four-year college program or apprentice program as evidenced by diplomas or certificates, etc.
  - b. Electrical estimating, design or supervision of work covered by the National Electrical Code. This experience should be supported by notarized letters from the firms involved.

### **For a Master License**

1. The applicable experience required shall consist of at least 6,000 hours of such experience within the past ten years.
2. At least 50% or 3,000 hours out of the total requirement of 6,000 hours of applicable experience must consist of work in the field as an apprentice/ electrician/contractor installing and/or repairing three phase electrical wiring, equipment, etc. covered by the National Electrical Code. Applicants employed by someone other than a contractor in the business of installing and repairing electrical systems, must provide a written detailed explanation of their duties. This must include a minimum of ten specific projects that were approved and inspected by a recognized inspection agency.
3. The balance of not more than 3,000 hours out of the total 6,000 hours may, at the Board's discretion, consist of the following types of experience or some combination of the three:
  - a. Successfully completed electrical course work in an accredited school, two-year or four-year college program, or apprentice program as evidenced by diplomas, certificates, etc.
  - b. Electrical estimating, design, or supervision of work covered by the National Electrical Code. This experience should be supported by notarized letters from the firms involved.
  - c. Work in the field as an apprentice/electrician/contractor installing and/or repairing single phase electrical wiring, equipment, etc. covered by the National Electrical Code.

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### Proof of Experience Instructions for Self-Employed Electricians

For applicants who gained all or part of their electrical experience while working as a self-employed electrician, your proof of experience must consist of **both of the following**:

1. A **minimum of five (four for single phase licensing)**, approved Electrical Certificates from an approved inspection agency for **each year** of experience required for the license you applied for. In other words, a minimum of eight certificates total for a Single Phase and a minimum of twenty certificates total for a Master License.
2. Three reference letters from people whom you have done electrical work for and who can vouch for your competence as an electrician. Three copies of the letter are attached.

The certificates must cover work which clearly indicates to the Board that you have done electrical work of the type that would be covered by the license you applied for. Those applying for a Master's license must provide eight certificates which clearly indicate three phase electrical work.

The certificates for work done outside the City of Rochester should be in your name.

Certificates not in the applicants' name must be accompanied by notarized supporting letters for each of the certificates from the owner, architect/engineer, licensed electrician or contractor on the job. For work done in the city, they should be in the name of the licensed electrician who supervised your work and applied for inspection of the job. They should be accompanied by a letter from the licensed electrician stating that you did the work covered by the inspection certificates.

The reference letters must be notarized.

### IT IS YOUR RESPONSIBILITY TO:

- a. Fill in the reference name, address, and your name and type of license applied for on the reference letters provided in this package.
- b. Have each reference answer the questions and then **sign, date and notarize** in the space provided.
- c. Make sure that the reference letters are returned to the Board.

### Notes to Remember

**No action will be taken on your application until the required number of approved inspection certificates and reference letters are returned to the Board.**

**If you wish to claim credit for classroom training hours toward the minimum experience requirements, you must furnish the Board with a diploma, certificate, or affidavit that describes the type and length of training. The Board may, at their discretion, allow partial credit for this training.**

**REFERENCE LETTER FOR SELF-EMPLOYED ELECTRICIANS**

**City of Rochester Electrical Examining Board**

**Room 121-B City Hall**

**30 Church Street**

**Rochester, New York 14614**

**Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Dear Reader:**

The following person has applied to the Board for a \_\_\_\_\_Single Phase \_\_\_\_\_Master License for use in the City of Rochester.

**NAME OF APPLICANT:**\_\_\_\_\_

**PROPERTY ADDRESS WHERE WORK WAS PERFORMED:**

\_\_\_\_\_

For the applicant who has gained all or part of their experience as a self-employed electrician, the Board requires that they submit letters of reference from people whom they have done electrical work for and who can vouch for their competence as an electrician as part of the proof that they meet the minimum experience requirements for licensing.

Please answer the following question. If you have any comments you care to add, please write them on the back of this letter and mail it to the Board at the above address.

Based on the work that the applicant did for you, do you feel that the applicant is qualified for the license they have applied for? \_\_\_\_\_**YES** \_\_\_\_\_**NO**

**SIGNED**\_\_\_\_\_

signature of reference

**DATE**\_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please affix stamp)

**Please note: No action will be taken on the Electrician's Application until the required number of approved inspection certificates and reference letters are returned to the Board by the reference.**

**REFERENCE LETTER FOR SELF-EMPLOYED ELECTRICIANS**

**City of Rochester Electrical Examining Board**

**Room 121-B City Hall**

**30 Church Street**

**Rochester, New York 14614**

**Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

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\_\_\_\_\_

For the applicant who has gained all or part of their experience as a self-employed electrician, the Board requires that they submit letters of reference from people whom they have done electrical work for and who can vouch for their competence as an electrician as part of the proof that they meet the minimum experience requirements for licensing.

Please answer the following question. If you have any comments you care to add, please write them on the back of this letter and mail it to the Board at the above address.

Based on the work that the applicant did for you, do you feel that the applicant is qualified for the license they have applied for? \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**SIGNED** \_\_\_\_\_

signature of reference

**DATE** \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please affix stamp)

**Please note: No action will be taken on the Electrician's Application until the required number of approved inspection certificates and reference letters are returned to the Board by the reference.**

**REFERENCE LETTER FOR SELF-EMPLOYED ELECTRICIANS**

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**Room 121-B City Hall**

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Please answer the following question. If you have any comments you care to add, please write them on the back of this letter and mail it to the Board at the above address.

Based on the work that the applicant did for you, do you feel that the applicant is qualified for the license they have applied for? \_\_\_\_\_**YES** \_\_\_\_\_**NO**

**SIGNED**\_\_\_\_\_

signature of reference

**DATE**\_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please affix stamp)

**Please note: No action will be taken on the Electrician's Application until the required number of approved inspection certificates and reference letters are returned to the Board by the reference.**

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### Proof of Experience Instructions for Employed Electricians (not self-employed)

For applicants who gained all or part of their electrical experience working for contractors, your proof of experience must consist of one letter of reference from each employer you worked for in the last two or four years depending on the license you are applying for.

### **IT IS YOUR RESPONSIBILITY TO:**

1. Fill in the employer's name, address, your name, and license applying for on the reference letters. Four copies are included in this package, make more if needed.
2. For each employer, have a supervisory-level person (foreman, superintendent, owner) answer the questions and then **sign, date and notarize** in the spaces provided.
3. Make sure that the reference letters are returned **by the employer** to the Board.

### **Notes to Remember**

**No action will be taken on your application until the required number of approved inspection certificates and reference letters are returned to the Board.**

**If you wish to claim credit for classroom training hours toward the minimum experience requirements, you must furnish the Board with a diploma, certificate, or affidavit that describes the type and length of training. The Board may, at their discretion, allow partial credit for this training**

**It is the applicant's responsibility to furnish these letters of reference. No action will be taken on this application until the required number of reference letters are returned to the Board by the employer.**

## **REFERENCE LETTER FOR EMPLOYED ELECTRICIANS**

**City of Rochester Electrical Examining Board**  
**Room 121-B City Hall**  
**30 Church Street**  
**Rochester, New York 14614**

**Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Dear Reader:**

The following person has applied to the Electrical Examining Board for a \_\_\_\_\_ Single Phase or a \_\_\_\_\_ Master Electrician's License for use in the City of Rochester.

**NAME OF APPLICANT:** \_\_\_\_\_

One of the conditions for licensing is that the applicant must submit proof that he/she meets the minimum experience requirements established by the Board for a Single Phase or a Master License. For the electrician who gained all or part of his/her experience while working as an electrician, the required proof must consist of a notarized letter of reference from a supervisory-level person (foreman, superintendent, or owner) in each firm which employed the applicant over the required period.

The Board requests each employer to answer the following questions about the applicant's work experience while he/she was employed by your firm. Please put any comments you care to add on the back of this letter and mail to the Electrical Examining Board at the above address.

1. The above applicant was employed by us as an electrician from:  
**(Month/Year)** \_\_\_\_\_ to \_\_\_\_\_.
2. During that period of time, the applicant worked an average of \_\_\_\_\_ hours per week as an electrician. On average \_\_\_\_\_ hours per week were devoted to Single phase work and \_\_\_\_\_ hours per week were devoted to three-phase work
3. The applicant worked \_\_\_\_\_ weeks at \_\_\_\_\_ (number taken from #2 above) hours per week on Single phase work for a total of (weeks X hours) \_\_\_\_\_ hours of Single phase work
4. The applicant worked \_\_\_\_\_ weeks at \_\_\_\_\_ (number taken from #2 above) hours per week three-phase work for a total of (weeks X hours) \_\_\_\_\_ hours of three-phase work.
5. In your judgement, is the applicant qualified to do the work covered by the license applied for?  
\_\_\_\_\_ **YES**    \_\_\_\_\_ **NO**

\_\_\_\_\_  
**Name and Supervisory Position**

\*Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please affix stamp)

\*Note: This will not be accepted unless notarized.



## REFERENCE LETTER FOR EMPLOYED ELECTRICIANS

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1. The above applicant was employed by us as an electrician from:  
(Month/Year) \_\_\_\_\_ to \_\_\_\_\_.
2. During that period of time, the applicant worked an average of \_\_\_\_\_ hours per week as an electrician. On average \_\_\_\_\_ hours per week were devoted to Single phase work and \_\_\_\_\_ hours per week were devoted to three-phase work
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4. The applicant worked \_\_\_\_\_ weeks at \_\_\_\_\_ (number taken from #2 above) hours per week three-phase work for a total of (weeks X hours) \_\_\_\_\_ hours of three-phase work.
5. In your judgement, is the applicant qualified to do the work covered by the license applied for?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
**Name and Supervisory Position**

\*Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
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1. The above applicant was employed by us as an electrician from:  
**(Month/Year)** \_\_\_\_\_ to \_\_\_\_\_.
2. During that period of time, the applicant worked an average of \_\_\_\_\_ hours per week as an electrician. On average \_\_\_\_\_ hours per week were devoted to Single phase work and \_\_\_\_\_ hours per week were devoted to three-phase work
3. The applicant worked \_\_\_\_\_ weeks at \_\_\_\_\_ (number taken from #2 above) hours per week on Single phase work for a total of (weeks X hours) \_\_\_\_\_ hours of Single phase work
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5. In your judgement, is the applicant qualified to do the work covered by the license applied for?  
\_\_\_\_\_ **YES**    \_\_\_\_\_ **NO**

\_\_\_\_\_  
**Name and Supervisory Position**

\*Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please affix stamp)

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# APPLICATION FORM FOR ELECTRICIAN'S LICENSE

## City of Rochester Electrical Examining Board

30 Church Street  
Room 121-B City Hall  
Rochester, New York 14614

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

(SSN #) \_\_\_\_\_

### PLEASE COMPLETE THE FOLLOWING:

I am applying for: \_\_\_\_\_ Single Phase License \_\_\_\_\_ Master License

Do you currently hold an electrical license? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Have you ever had an Electricians license denied, suspended or revoked? \_\_\_\_\_ If yes, when? \_\_\_\_\_

I am currently a: \_\_\_\_\_ Self-employed Electrician \_\_\_\_\_ Employed Electrician

High School \_\_\_\_\_ Year Completed \_\_\_\_\_

College \_\_\_\_\_ Year Completed \_\_\_\_\_

Correspondence \_\_\_\_\_

Night School \_\_\_\_\_ Year Completed \_\_\_\_\_

Business/Trade \_\_\_\_\_

Military/Other \_\_\_\_\_ Year Completed \_\_\_\_\_

For applicants who are claiming that all or part of their required experience is from being employed as an electrician, list your employers for the past two years (for Single Phase) or four years (for Master) license starting with your most recent employer.

| NAME AND ADDRESS<br>OF EMPLOYER | START DATE TO END<br>DATE | HOURS PER WEEK |
|---------------------------------|---------------------------|----------------|
|                                 |                           |                |
|                                 |                           |                |
|                                 |                           |                |
|                                 |                           |                |

For applicants who are claiming that all or part of their required experience is from working as a self-employed electrician, list the name of three (3) people who have some knowledge of your ability as an electrician (customers, co-workers, etc.):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the above statements and all attachments, made by me, which form this application, are true to the best of my knowledge and belief.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## City Of Rochester Application Matrix for Electrician License

**For application fill-in hours and obtain proof required**

| <b>Experience</b>                                 | <b>Hours attained</b>   | <b>Proof Requirements</b>   |
|---|---|---|
| Single Phase Experience as an Employer of another | Single Phase _____Hours<br>(1500 hours minimum)<br>for single phase license | 1 Notarize reference letter from each employer indicating competent hours worked                |
| Single Phase Experience Self Employed             |   | 8 Certificates and 3 Notarize reference letters indicating competent hours worked               |
| Three Phase Experience as an Employee of another  | Three Phase _____Hours<br>(3000 hours minimum)<br>for master license        | 1 Notarize reference letter from each employer indicating competent hours of three phase work   |
| Three Phase Experience Self Employed              |   | 20 Certificates and 3 Notarize reference letters indicating competent hours of three phase work |
| Education or related Experience                   | _____Hours  | Transcript/Certificates/Diploma/or other proof  |

**Total Experience** \_\_\_\_\_**Hours**

**Minimum: 3000 hours for Single Phase, 6000 hours for Masters**